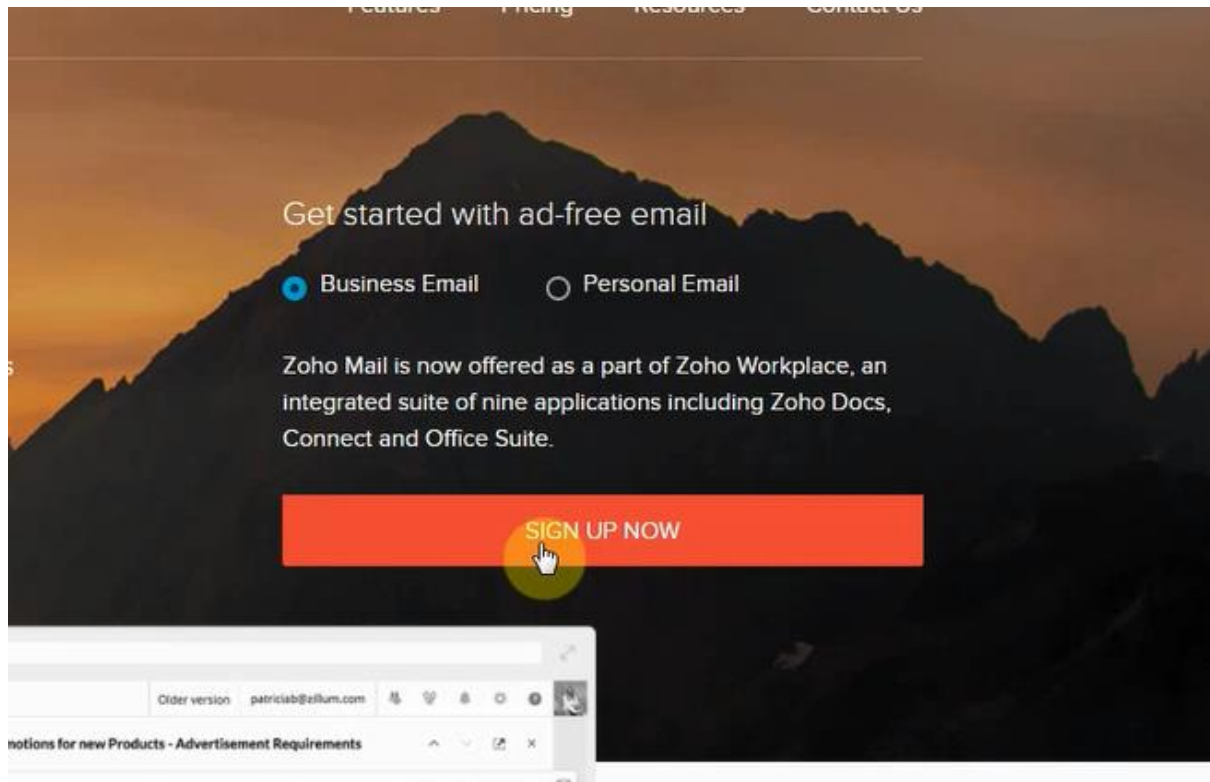


Set up a Free Professional Email Address

You definitely do not want to contact suppliers using a Gmail, Yahoo, Hotmail or anything like that, so it's recommended that you set up a free business email with Zoho

<https://zoho.com/mail>



Select the Free plan and enter your domain name. Fill in the fields to create a Zoho account.

Glad to have you on board!
Let's get you set up.

Get custom email addresses for your business
Add your existing company or business domain name to set up you@yourdomain email addresses.

Provide your details below to create your Zoho Account

Name		Administrator Account	
First Name	Last Name		@yourdomain.com
Contact Email		Password	
		Re-enter Password	

By clicking 'Sign Up', you agree to the [Terms of Service](#) and [Privacy Policy](#).

Verify your domain to prove ownership.

Select your domain registrar from the drop down box. You will see there is an option there for Shopify.

Select the 'HTML' method

Verify the ownership of **LITTLEPETZ.COM** [Edit](#) | [Verify domain later](#)

Select your domain's DNS Manager (DNS Hosting provider) from the list:

Open SRS / Squarespace / Shopify ▼

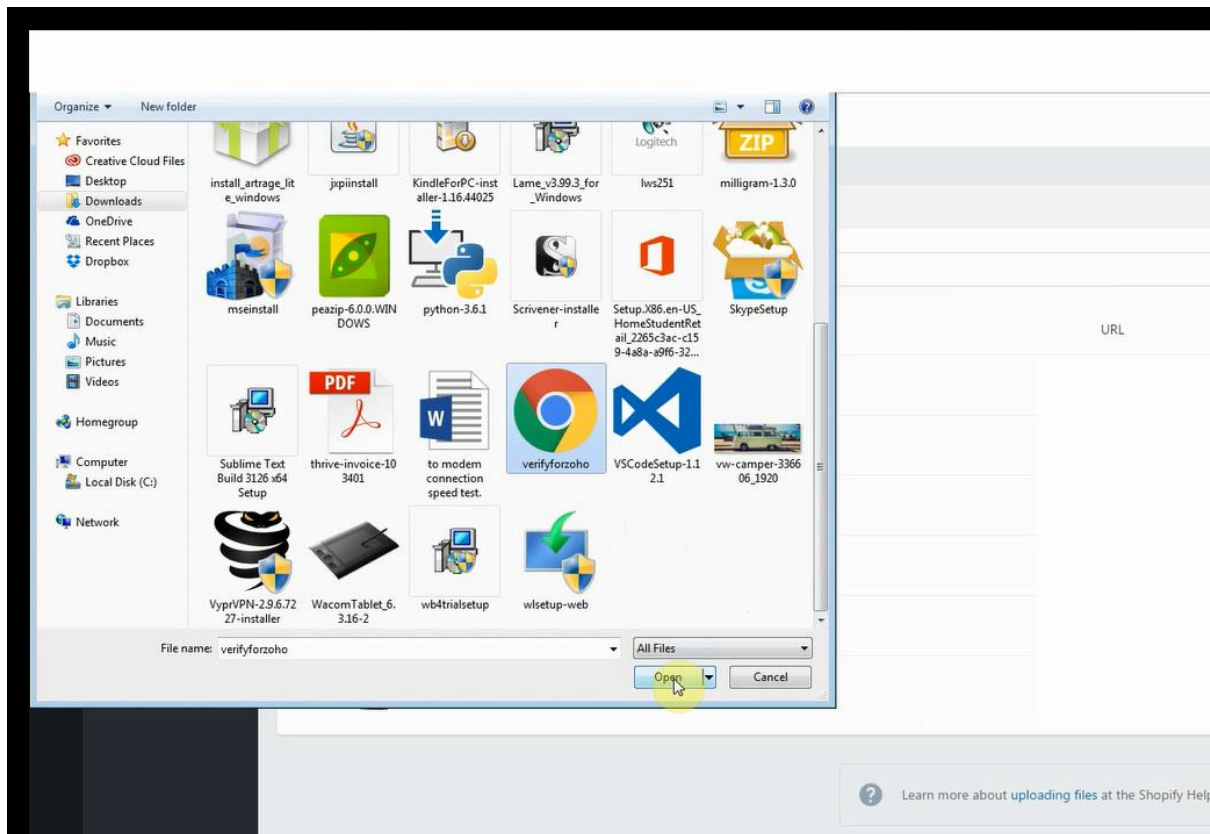
CNAME Method | TXT Method | **HTML Method**

You can choose the HTML method, if you can upload new files and create folders in the root level of your website.

1. Download the HTML file [verifyforzoho.html](#).
2. Under the root of your webhost, create a folder **zohoverify**.
3. Upload the above file (**verifyforzoho.html**) in the zohoverify folder.
4. You can see a verification code in <http://littlepetz.com/zohoverify/verifyforzoho.html> if you have uploaded the file in the correct path.
5. Click the Verify button to complete the verification.

Download the HTML file to your device and go to your Shopify admin area.

Go to 'Settings' – 'Files' and click the button to upload a file.



Refresh your Shopify admin page (refresh the page in your browser) and go back to Zoho. Click the green 'Verify' button and you should be all set!

Now you can use Zoho to send and receive emails from anything you choose @yourdomain.com